



*Helena SHRM
December Board Meeting Minutes
Via Teams & Overland Express
11:30 – 12:30
December 9th, 2021*



- **Attendees:** Mike Worden, Annie Rasmussen, Michelle Edmunds, Amanda Yocom, Heather Rankin, Tiffany Thornton, Dawn Lambert, Emma Rooney, John Pavao, Joanna Halland, and Sarah Peters
- **Absent:** Kaley Argee and Karol Anne Davis
- **Icebreaker:** What is your favorite Christmas tradition?
- **Approve November meeting minutes**
 - Mike made a motion to approve August meeting minutes, John seconded the motion. All were in favor and non-opposed, November meeting minutes are approved, motion carries.
- **Treasurer (Sarah Peters)**
 - Budget update
 - Voted in 1st year.
 - Will pay the SHRM foundation notice for December
 - Please let Dawn and Joanna know of any questions or need help.
- **Past President (Michelle Edmunds)**
 - Past president and heading into the Secretary role
- **President (Karol Anne Davis)**
 - Absent
- **Secretary update (Tiffany Thornton)**
 - Approve November meeting minutes
 - Upload approved meeting minutes to Wild Apricot
 - Tiffany is handing off the Secretary
- **Membership Update (Amanda Yocom)**
 - Membership update
 - Beginning year 2!
- **Programs Update (John Pavao)**
 - Beginning year 2!
 - January 2022 speaker – Douglas Stapina within VA is a Suicide Coordinator and is a potential speaker for January 2022.
- **Foundation Update (Dawn Lambert)**
 - John HR Leader of the year! Congratulations John. 😊
 - We raised a total of \$407.50 raised at the Holiday SHRM Social 12/8/2021.
 - Side note, we can under budget!!! 😊
 - The budget was set at \$500.00.
 - We will put \$200.00 towards SHRM foundation.
 - \$207.50 left over is put towards 2022 events!
 - Is there a form for receipts to be reimbursed for the expenses?
 - Michelle has the receipts and will submit to Sarah.
 - We did receive a Bingo permit – thank you Sarah for your assistance on getting this accomplished!

- Door prizes donated by insurance company and will use those for the in-person meetings (if we have them)
 - Dawn's current role is Foundation role and new role is President Elect.
 - Dawn and Tiffany will meet 1:1 to do the hand-off.
 - Monthly SHRM Chapter Meeting space for 2022
 - Library is not hosting meetings right now.
 - Still have the option through Corrections/Amanda
 - Parking may be an issue and must pay per hour for parking.
 - Carroll College – costs \$125.00 per meeting and buy food from the cafeteria.
 - John mentioned using DOA classroom.
 - Will need to provide lunch and/or bring own lunch to meeting.
 - Mike will check about a location at State Fund for the monthly chapter meetings.
 - Proposal use State Fund and back-up will be DOA to start in January 2022.
 - We will continue meeting at the Overland Express for the monthly Thursday SHRM Board meetings.
 - Start back up doing surveys after the SHRM meetings.
 - Annie will take this task on.
 - Please send Annie what we want on the survey through survey monkey to be sent out to members after the monthly SHRM meetings.
- **Legislative Update (Mike Worden)**
 - Re-elected for the Legislative chair!
 - **Communications Update (Annie Rasmussen)**
 - Finishing 2nd year in communications and re-elected!
 - CASA is looking to hire an Executive Director!
 - Will share the opening through SHRM.
 - **Certification Update (Joanna Halland)**
 - Beginning year 2!
 - **Diversity Update (Kaley Argee)**
 - Absent
 - Beginning year 2!
 - **Social Media Update (Rebecca Bruno)**
 - Absent
 - Voted in – 1st year!
 - Need JD – Have Rebecca contact Michelle Edmunds to go over the job description. Michelle will gather the information for the responsibilities for Rebecca.
 - Expectation to manage and monitor all accounts and to stay current on all sites, etc., with status updates on meetings, fundraisers, and gatherings.
 - Side note- all members should be taking the initiative to help with the communication outreach.
 - Talked about widening our outreach through Instagram, Twitter, LinkedIn, etc.
 - **Workforce Readiness Update (Emma Rooney)**
 - Beginning year 2!
 - **College Relations Update (Heather Rankin)**
 - Was interim and voted in for 1st year 2022!
 - Send college students the link for the chapter meetings
 - Maybe for Spring 2022 and throw in some information about joining Helena SHRM.

2021 Monthly Chapter Meeting Calendar – 3rd Thursday of every month 11:30-12:30pm via online or at 1st Interstate Bank on N. Montana

Month	Topic	Speaker(s)	
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January 21	Five Most Common Wage & Hour Violations	Theresa McGowan-Sroczyk	MT Dept. of Labor
February 18	<i>Workplace Flexibility</i>	Nancy Conway	SHRM Speaker's Bureau
March 18	<i>Preventing Workplace Harassment</i>	William Tamayo	EEOC Director, San Francisco District
April 15	Strategic Planning – HR's "Seat at the Table"	Rebecca Morgan	CEO, Spark Creative (Pending Funding)
May	State Conference		
June 24	Legislative Update: How the 2020 Election Impact HR	Jim Nys	
July 15	Retention	Shalonda Darling	Magnet Culture
August	Hiring Programs for Veterans and Disabled Veterans: Department of Defense Skill Bridge Program and JCF	Rebecca Bruno, Dept of Corrections Talent Manager, and Ryan Luchau, JCF	
September	Pending		
October	ADA Interactive Process	John Pavao	Dept. of Admin.
November	Pending		
December	Holiday Social?		

Joanna made a motion to end the meeting, Michelle seconded the motion. All were in favor and non-opposed. The meeting ended 12:20 pm.

2021 Board:

- **Past President:** Michelle Edmunds
- **President:** Karol Anne Davis (1st Year)
- **Treasurer:** Sarah Peters (Interim)
- **Secretary:** Tiffany Thornton (2nd year)
- **Membership Director:** Amanda Yocom (1st Year)
- **Certification Director:** Joanna Halland (1st Year)
- **Programs Director:** John Pavao (1st Year)
- **Legislative Director:** Mike Worden (2nd Year)
- **Foundations Director:** Dawn Lambert (2nd Year)
- **Workforce Readiness Director:** Emma Rooney (1st Year)
- **Communications Director:** Annie Rasmussen (2nd Year)
- **Social Media Director:** Rebecca Bruno (1st Year)
- **Diversity Director:** Kaley Argee
- **College Relations Director:** Heather Rankin

2022 Board:

- **President:** Karol Anne Davis (2nd Year)
- **Treasurer:** Sarah Peters (1st year)
- **Secretary:** Michelle Edmunds (1st year)
- **Membership Director:** Amanda Yocom (2nd year)
- **Certification Director:** Joanna Halland (2nd year)
- **Programs Director:** John Pavao (2nd year)
- **Legislative Director:** Mike Worden (1st year)
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